

SEVIS Data Validation Project

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See the [glossary](#) if you do not understand a term.

1. GENERAL QUESTIONS

1.1. What is the SEVIS validation project?

This is an exercise to measure SEVIS data integrity. Approximately, ten percent of SEVP schools were selected. These schools received a list of students in SEVIS that met the project criteria.

1.2. What does SEVP want to know?

SEVP wants to know, in quantitative terms, the accuracy of critical SEVIS data elements. For each student listed, the school will verify if he or she:

- Is currently enrolled at the school; or
- Was enrolled previously but is no longer enrolled at the school; or
- Has not enrolled at the school as of this date.

SEVP also would like to know how schools verify actual student presence when reporting registration events in SEVIS.

1.3. Why the urgency?

As SEVIS data is an essential component of national security efforts, DHS directed SEVP to conduct an exercise confirming that SEVIS data is reliable in determining whether students are reporting to schools as required.

1.4. When is it being conducted?

Schools have been notified if they have been chosen to participate. The DSOs at your school will have received an e-mail by October 4, 2006 with an attached list of students if your school was selected.

Selected schools have 10 working days, from the date of receipt, to complete the requested report. (The Columbus Day holiday is not counted as a working day.) Early responses are appreciated.

1.5. What will be the results?

SEVP will provide an aggregate analysis of exercise results for DHS. Where warranted, we will share the results with the individual school.

One purpose of the exercise is to pinpoint any areas where changes in policies or in SEVIS may be indicated. We will share these results with the school community.

1.6. Why don't the selected schools have 30 days to report?

This data validation project is important and DHS needs the data quickly. 8 CFR 214.3(g), which outlines recordkeeping and reporting requirements for SEVP-certified schools, gives DHS the ability to request that schools furnish information and documents in response to specific requests by DHS officers [8 CFR 214.3(g)(1)].

The types of information and documents that must be produced upon receipt of a DHS request include the student's current academic status as well as the date of commencement of studies. A student's enrollment status is information relating to these areas. *The regulations give schools 10 working days to respond to such requests for a class of students.*

8 CFR 214.3(g)(3)(iii), by contrast, governs ongoing reporting requirements of all SEVP-certified schools. Although 8 CFR 214.3(g)(3)(iii)(A) includes a requirement to report enrollment information within 30 days of registration, that requirement (and the 30-day timeframe) does not apply to specific requests from DHS officers under 8 CFR 214.3(g)(1.)

2. DATA VALIDATION PROCESS

2.1. How are DSOs expected to validate the data?

We are not giving explicit directions for how to validate the data because the processes used by SEVP-certified schools vary with the circumstances and resources at each school.

2.2. What are DSOs being asked to validate?

SEVP provided an Excel spreadsheet. The spreadsheet contains a list of selected student records. We ask that the school check one of three options for each student record:

- Is currently enrolled at the school; or
- Was enrolled previously but is no longer enrolled at the school; or
- Has not enrolled at the school as of this date.

Please put an X in the column for the appropriate response. Do not add remarks.

To complete the spreadsheet we ask that the schools use school sources, such as records or other information from:

- Registrar
- Administrative records/databases
- Attendance records
- International student office
- Financial records

2.3. My school has several campuses, each with a separate PDSO. Can each PDSO submit their portion of the spreadsheet or do we have to combine them into a single report?

Each PDSO can complete their portion of the spreadsheet but we do ask that you combine them into a single spreadsheet when returning it to SEVP. One quick way to do this is to send the full report to each PDSO. Have them delete the rows for students not on their campus. Then when they send the results back to the main PDSO, each campus spreadsheet can be copied and pasted into one consolidated spreadsheet.

2.4. Where do I send the spreadsheet when I am finished?

Upon completing the spreadsheet, the PDSO (or designee) must review and verify the results before returning the report from his or her e-mail address to sevis.source@dhs.gov. Please include **SEVIS Validation Response and the school name with SEVIS code** in the subject line. The PDSO (or designee) should ensure that the attachment is included.

2.5. Can school staff other than DSOs work on completing the spreadsheet?

Yes. However, only DSOs can access SEVIS.

2.6. Can batch schools submit the requested data via a batch process?

Not for this project. Currently, for security reasons, SEVIS Batch only permits the upload of XML formatted files and does not permit the export of data from the SEVIS database. Since SEVP is requesting the information for the validation exercise in an Excel file, SEVIS Batch is not an option for completing this exercise.

In the future, if these validation exercises become common, SEVP will consider modifications to SEVIS Batch to receive this type of data. Modifications to SEVIS Batch would require lead time for SEVP to design, develop, test, and implement via a SEVIS release. SEVP would also need to communicate changes to SEVIS Batch vendors to allow adequate time for the vendors to make necessary changes and perform testing on their systems. Unfortunately, in the short time frame for this validation exercise to be completed, this is not a possibility.

If you have any questions, please direct them to sevis.source@dhs.gov.

2.7. How do I update my e-mail address in SEVIS?

The PDSO can update your e-mail address in SEVIS. If the PDSO is not available, contact the Help Desk at (800) 892-4829, and they will initiate a help desk ticket to help you.

2.8. How does the school replace a PDSO that has left?

A DSO or other school representative needs to call the SEVIS Help Desk at (800) 892-4829 and open a help desk ticket. Then the President or owner of the school must fax a letter to the help desk giving the name and signature of the new PDSO.

For this project, the school may designate another current DSO to complete and return the data validation spreadsheet.

2.9. I usually let the automatic jobs terminate students who do not register. Is this OK?

Regulations require that you update student records. You should manually terminate records, where possible, rather than relying on the automatic termination jobs because information is reported faster on no-shows and students who fail to enroll.

2.10. In compiling the response to this project, I have noted a student record that requires a data fix. What should I do?

Call the Help desk and initiate a help desk ticket. Indicate that you are participating in the Data Validation Project.

If the student is listed on your spreadsheet and has enrolled even though he or she has a terminated record (pending the data fix), you should indicate the student is “currently enrolled” when completing your spreadsheet.

2.11. There is a note in the e-mailed directions that says “*In accordance with current regulations, terminate the SEVIS records of students no longer enrolled or who have failed to enroll.*” Does this mean I need to change “Cancelled” or “Completed” records to “Terminated”?

No. This should have read, terminate active SEVIS records if the student is no longer enrolled or failed to enroll.

2.12. I have some student situations where I am not sure of the appropriate response for the checklist.

The chart below provides the appropriate response to certain situations.

In each case, consider “enrolled” as being an enrolled F-1 or M-1 student. Put only an “X” in the appropriate column of your spreadsheet. Do not add remarks. If you have a question on a situation not listed in this table, e-mail your question to sevis.source@dhs.gov. Put **SEVIS Validation Project Participant Inquiry** in the subject line.

Student situation	Appropriate Response			Remarks
	Currently Enrolled	Enrolled Previously; No longer enrolled	Has not enrolled as of this date	
Initial student, did not arrive, no POE data			X	Can cancel manually or let the system do an automatic cancellation

**SEVP Frequently Asked Questions
SEVIS Data Validation Project**

Student situation	Appropriate Response			Remarks
	Currently Enrolled	Enrolled Previously; No longer enrolled	Has not enrolled as of this date	
An on-going student on authorized vacation	X			
Student on medical leave or other authorized drop below	X			
Student is enrolled but a data fix or reinstatement is pending on a terminated record	X			
Student is on a leave of absence that will be for more than five months, the record has been terminated but the student will return		X		
Student was terminated, but returned to the school and enrolled in a status other than F-1 or M-1		X		
Student is on study abroad	X			
Student on OPT or in grace period	X			
Student completed program and/or OPT and grace period is over		X		

**SEVP Frequently Asked Questions
SEVIS Data Validation Project**

Student situation	Appropriate Response			Remarks
	Currently Enrolled	Enrolled Previously; No longer enrolled	Has not enrolled as of this date	
Initial student with a pending change of status who is already attending classes but will not be enrolled as an F-1/M-1 until the COS is approved			X	
Student has changed or adjusted status to a status other than F-1 or M-1 and enrolled in classes		X		Be sure the student's SEVIS record is terminated for the adjustment or change of status
Continuing student with a pending change or adjustment of status who is maintaining a full course load	X			
Student is pending a change of level but will not be starting classes until the next term (less than 5 months)	X			
Student transferred out to another school		X		

2.13. What do I do if I have a student with more than one SEVIS record?

Answer separately for each record. For example, if a student had previously attended your school and the record was terminated or completed, mark "enrolled previously" for that record. If the same student is currently registered on another record, mark "enrolled" for that record.

2.14. What if I already sent the results and did not fill out the responses as outlined above?

If we are unable to use the results, you will be contacted. If you would prefer to correct the results before we contact you, please send an e-mail to SEVIS.source@DHS.gov and put **SEVIS Validation Project Participant Inquiry** in the subject line before making corrections. Describe your concerns and give a point of contact and phone number. An SEVP staff member will contact you.